



June 30, 2015

GSA Public Buildings Service

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS

FROM:

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SUBJECT:

Operational Guidance Regarding "Overtime Utilities Estimate
Bundling and Overhead Fees"

This memorandum provides guidance on the application of Overtime Utilities (OU) Estimate Bundling and overhead fees as it relates to the "Quicknote – Bundling OU Estimates" issued on December 30, 2010. Concerns have been raised and we have found inconsistencies in the interpretation and application of overhead fees on the OU estimates. We believe that the following guidance provides the needed clarification:

Operational guidance is provided on the "Quick note – Bundling OU Estimates" issues on December 30, 2010:

Bundling Estimates

Step 1: Gather all approved OU estimates together that are going to be bundled.

Step 2: Sum all estimates. Include \$100 overhead fee for each estimate.

Step 3: Create a final master OU estimate.

- a. Place the total amount in the Miscellaneous field minus \$100 (initial overhead)
- b. In the Description field, enter the tracking numbers and amounts of all child estimates.

Step 4: Submit the OU estimate to your OU Approver for review and approval

PBS will allow OU Estimate Bundling for any customer at the region's discretion, which will be further confirmed with issuance of the updated "RWA National Policy Document" in FY2015. The fees are still to be applied to each estimate as stated in the aforementioned steps. The process will align with the future fee structure as it will be based upon a percentage rate of the total authorized amount of the RWA, instead of a flat fee per RWA or OU estimate. This will allow PBS to collect the same fees regardless of bundling process. This will also prove beneficial during periods of continuing resolutions as we only modify a single "master" estimate and RWA verses editing each estimate and RWA if they were all done separately.

If you have any questions or concerns regarding this memorandum, please contact James Policano at 202.501.7658 or Ashlee Carlson 202.501.9189.